

## **Melksham Town Council**

### **Minutes of the Staffing Committee meeting held on Tuesday 28th November 2023**

**PRESENT:** Councillor S Crundell (Chair)  
Councillor S Rabey - substitute for J Oatley  
Councillor P Aves  
Councillor T Price

**IN ATTENDANCE:**

**OFFICERS:** Heather Parks Locum

**PUBLIC PARTICIPATION:** No members of the public or press were present.

**45/23 Apologies**

Apologies were received from Councillor J Crundell

An apology for absence was received from Councillor Oatley who was substituted by Councillor Rabey

**46/23 Declarations of Interest**

There were no declarations of interest.

**47/23 Minutes**

The minutes of 6 November 2023, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

**48/23 Confidential Session**

In view of the confidential and sensitive nature of the business about to be transacted, in accordance with the Public Bodies ( Admission to Meetings) Act 1960. It was proposed by Councillor S Crundell, Seconded Councillor Price and

**UNANIMOUSLY RESOLVED** that the public and press are excluded and are instructed to withdraw at 6.25pm.

**49/23 Staffing Matters**

**Staffing Review**

it was reported that the Staffing Review was started on 22<sup>nd</sup> November 2023 and all staff were interviewed by the consultant. Members wished to know when a report was likely to be submitted to the Council. The Locum Clerk would make enquiries.

**Pay Award**

Details of the pay award have been agreed and issued on the 6<sup>th</sup> November 2023. Pay is to be backdated to 1<sup>st</sup> April for all those eligible.

**Noted****Holiday**

Members have requested that all Senior Officers should not be taking annual leave at the same time and a system should be put in place to ensure that a suitable rota is circulated.

Meeting Closed at: 8.15 pm

**Signed:** .....

**Dated:**